

State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 4, 2010

Sean Edwards, President/Owner
GreSean Industries, Inc.
6320 Caballero Blvd.
Buena Park, CA

Dear Mr. Edwards:

RE: **SMALL BUSINESS FINAL MONITORING MEETING REPORT** for GreSean Industries, Inc. (GreSean) – ET09-0314

Date of the Visit:	07/29/10
Beginning/Ending Time:	9:30 a.m. – 10:30 p.m.
Date of Last Visit:	10/13/09
Visit Location:	Buena Park, California
Persons in attendance:	Sean Edwards, President/Owner, GreSean (for a portion of the meeting), Marie Rodriguez, GreSean and Carole Robinson, ETP Contract Analyst
Action Required:	No

Term of Agreement:	10/27/08 – 10/26/10	Agreement Amount:	\$62,400
Training Start Date:	11/03/08	No. to Retain:	40
Date Training must be Completed:	07/26/10	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

-
-
FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 10/28/08 and training began on 11/03/08. You reported that all training was completed on 11/21/08, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement (10/26/10).

GreSean did not submit any revision requests during the term of the Agreement.

• INTERVIEW WITH COMPANY REPRESENTATIVE

Although you reported that GreSean intended to deliver additional ETP eligible training subsequent to 11/21/08, the company did not schedule any additional sessions. Only one retrainee was able to complete the minimum number (8) hours of training and a 90-day retention for this ETP Agreement. You stated that the Cad/Cam training this employee received was helpful in improving overall shop performance although he has subsequently left the company.

Unfortunately, the amount of training actually delivered was less than the hours planned based on the training needs assessment used to develop the ETP Curriculum. In addition, the employee responsible for development and administration of the ETP Agreement left the company shortly after the ETP Start-up Meeting on 10/30/08. Subsequently, the follow-up needed to ensure a more successful training plan was never fully implemented by GreSean although the Analyst contacted you via e-mail and telephone on several occasions and conducted two additional Monitoring Meetings prior to the Final Visit.

Ms. Robinson assisted Ms. Rodriguez with ETP's Final Invoicing Processes for the one retrainee who completed 60 hours of training during this meeting. According to ETP records as of this date, GreSean will retain 1 employee (2.5% of planned retention). Based on ETP fiscal records, the company will earn a potential reimbursement of \$1,560 (2.5 percent of the encumbered amount) if all other terms and conditions of the Agreement are met. As of the date of this visit, GreSean received \$1,170 in an unearned Progress Payment (Progress Payment 1).

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in retention)	Number of Trainees Completed Retention
1	6	52	51	1	0	1

SUBAGREEMENTS:

Administration

Administrative subcontractor performing any part of ETP administrative requirements?	No
--	----

If yes, has the Administrative sub-agreement been reviewed and approved by ETP?	No
Has the Administrative sub-agreement been entered on the on-line ETP 100D?	N/A

Training

Training vendors performing ETP training?	Yes
If yes, is all training vendor information on file for training vendors who have provided training?	No
Has all vendor information been entered in the on-line ETP 100D for all vendors who have provided training?	Yes

AUDIT:

GreSeam will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or “review”). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Robinson at 619-686-4971, or crobinson@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,

For Diana Torres, Manager II
Southern California Region

Carole Robinson, Contract Analyst
San Diego Regional Office

cc: Kulbir Mayall, Manager, ETP Fiscal
Gov. Transparency File
Master File
Project File

Date report mailed to Contractor 08/06/10